STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF CORRECTIONS
LANSING

PATRICIA L. CARUSO
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2011 - 11   **EFFECTIVE:** December 29, 2010

DATE: December 13, 2010

TO: Executive Policy Team
                 Administrative Management Team
                 Wardens

FROM: Patricia L. Caruso, Director

SUBJECT: Transfer of Equal Employment Opportunity Services to Civil Service Commission

SUPERSEDES DOM 2010 - 13 (effective 04/18/10)

The equal employment opportunity (EEO) program was transferred to the Civil Service Commission effective April 18, 2010. As a result of this transfer of management functions, all investigations of employee discriminatory harassment complaints were placed under the jurisdiction of the Internal Affairs Division, Operations Support Administration (OSA), beginning April 18, 2010. The Internal Affairs Division also had jurisdiction to investigate allegations of employee civil rights violations beginning that same date.

The Administrator overseeing the provision of EEO services to the Department ("EEO Administrator") is responsible for referring discriminatory harassment complaints needing investigation to the Internal Affairs Division; the Manager of the Labor Relations Section, OSA, is responsible for referring allegations of civil rights violations needing investigation. The referrals shall be made on a Complaint Against Employee form (CAJ-307). These cases shall be investigated and processed consistent with requirements set forth in PD 01.01.140 "Internal Affairs" except that the EEO Administrator will be responsible for notifying the employee who made the discriminatory harassment allegation of the outcome of the investigation. Whenever disciplinary charges are issued, the disciplinary conference shall be conducted and any disciplinary sanctions imposed as set forth in PD 02.03.100 "Employee Discipline"; the EEO Office does not need to be consulted during the disciplinary process.

These changes will be incorporated into PD 01.01.140 and PD 02.03.109 "Discriminatory Harassment" when they are next revised.

PLC:OLA